

**ADA TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
MINUTES OF THE FEBRUARY 13, 2009 MEETING**

The meeting was called to order at 8:30 a.m. by Chairperson Bob Kullgren

**PRESENT:** Terry Bowersox, George Haga, Jim Ippel, Tom Korth, Bob Kullgren, Walt VanderWulp, Ted Wright

**ABSENT:** Devin Norman, Betsy Ratzsch

**STAFF PRESENT:** Jim Ferro, Planning Director

**OTHERS PRESENT:** Susan Burton, Township Clerk, Mark Nettleton, legal counsel, Mika, Meyers, Beckett & Jones

**PUBLIC PRESENT:** None

**APPROVAL OF AGENDA**

It was moved by Bowersox, seconded by Korth, to approve the agenda as written.

Motion passed unanimously.

**APPROVAL OF MINUTES OF THE JANUARY 23, 2009 MEETING**

It was moved by Bowersox, seconded by VanderWulp, to approve the minutes of the January 23, 2009 meeting.

Motion passed unanimously.

**REVIEW OF DRAFT DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN**

Ferro reviewed the proposed public improvements that are included in the February 12, 2009 draft of the Development Plan and Tax Increment Financing Plan for the DDA, with the improvements being in the following categories: (1) street network expansion and improvements; (2) pedestrian access/trail improvements; (3) parks and civic spaces; and (4) public water and sewer.

Ferro noted that the specifications and cost estimate for the re-construction of Bronson St. were based on a design concept for a 27-foot wide, one-way street cross-section that was proposed by the Road Commission, but not accepted by the Township. He stated that this should be adjusted to correspond to a narrower street cross-section, with a correspondingly lower cost.

Ferro also noted that the proposed pedestrian bridge across the Thornapple River would probably need to be removed from the plan, since it is outside the DDA District boundary.

In discussion of the project list and costs, it was suggested that the total estimated cost for Township projects to which the DDA might make a contribution be deleted from the cost estimate table.

The suggestion was made that the total cost for the civic building and the public park/multi-use pavilion should be removed, with the assumed DDA contribution remaining in the draft plan.

Mark Nettleton reviewed the alternative projections of future tax increment revenues captured from the various taxing entities, including variations based on assumptions regarding entering into tax sharing agreements with Ada Township, Grand Rapids Community College and Kent County. Mark pointed out that tax increment from the Township's trail millage is capturable, and the DDA and Township will need to consider whether the full increment should be captured, or whether the DDA and the Township should enter into a tax base sharing agreement, by which the Township would pay to the DDA only that portion of the increment that is not needed to pay principal and interest on the bonds issued by the Township.

Nettleton and Haga will be reviewing the analysis prepared for the bond issue to address this question.

Ippel expressed concern that the plan included primarily very large, expensive projects, and did not address smaller items that are currently not being addressed, such as striping of crosswalks and new light pole banners.

Ferro stated that the plan is only intended to address items that are “capital facilities,” and that ongoing maintenance work that the DDA may carry out in the future would be addressed in the annual operating budget. Ferro noted that the DDA Board would need to address in the future how to allocate its annual revenues between operating costs and major public improvement projects.

#### **STATUS OF “DEVELOPMENT AREA CITIZENS COUNCIL”**

Haga reported that four appointments to the Development Area Citizens Council have been made. Ferro stated that he has names of other candidates to contact regarding serving on this council. Mark Nettleton, legal counsel, stated that we should make efforts to recruit nine members as required by the DDA statute, and document our efforts to find willing candidates. He also pointed out that we have until February 19 to fill out the Council membership.

#### **SCHEDULE FOR PLAN ADOPTION**

Kullgren noted that the important timeframe for the DDA Board in the schedule is between now and March 27, when the schedule calls for the DDA Board to adopt the Plan and recommend it to the Township Board. Ferro noted that the Citizens Council needs to have its meetings in this timeframe as well.

#### **SCHEDULE FOR BYLAWS PREPARATION/ADOPTION**

Kullgren stated that the process of developing proposed bylaws should be an easy one that can be addressed down the road, after we address the first priority of preparing the development and tax increment financing plan.

**PUBLIC COMMENT:** None

#### **NEXT MEETING DATE**

The next meeting of the Board was scheduled for Friday, February 27, 2009, at 8:30 a.m.

#### **ADJOURNMENT**

The meeting was adjourned at 10:40 a.m.

Respectfully submitted:

---

Robert Kullgren, Chairperson  
rs:jf